



November 5-8, 2015
Eden Roc Miami Beach



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Eden Roc Miami Beach



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

INDEX

Exhibitor Kit Forms:

	<u>Page:</u>
Booth Package & Contact Info	3
Exhibit Area Installation & Dismantle	4
Payment & Credit Card Authorization Form	5
Limits of Liability & Responsibility	6
Payment Policies	7
Standard Booth Furnishings & Carpet Order Form	8
Plush Booth Carpet Order Form	9
Booth Cleaning & Porter Services Order Form	10
VCS Modular Rental Units Order Form	11
Special Signs Order Form	12
Graphic Guidelines	13
Intent to Use Non-Official Contractors Form	14
Limits of Liability & Responsibility for Labor	15
Labor Order Form	16
Union Jurisdictions	17
Material Handling Services and Rates	18
Shipping & Material Handling Recap	19
Shipping Information	20
Shipping Instructions (Inbound & Outbound)	21-22
Limits of Liability for Material Handling	23
Important Freight Information	24
Material Handling Special Services	25
Shipping Labels (Advance & Showsite)	26-27

Additional Vendor Forms:

Audio/Visual Services (Show Technology Inc.)
Electrical Services (PSAV)
Telecommunications (Eden Roc)
UPS Freight Information
Accent Furniture

		BOOTH PACKAGE & CONTACT INFO
November 5-8, 2015 Eden Roc Miami Beach	6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM	

Dear Exhibitor:

Vista Convention Services South is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the convention space assignments should be directed to:

Synergy 2015
Marina Freedman
1500 NW 12 Avenue, Suite 1026
Miami, FL 33136
Tel: (305) 243-6077
Email: mfreedman@med.miami.edu

All questions regarding shipping, storage, furniture, and labor should be directed to:

Customer Service
Vista Convention Services South
6901 NW 26th Avenue
Miami, FL 33147
Tel: (305) 673-1123
Fax: (305) 673-8713
Email: vistasouth@vistacs.com

All questions regarding electricity, Audio/Visual equipment, telecommunications, photography, and floral for use in your booth should be directed to the appropriate service contractor shown within.

Included in this service kit are order forms for various items you may require for your exhibit. **Vista forms are to be returned to our office and the others to the specific contractor who is providing the service.** Please review and submit your order forms as early as possible.

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

8' High Back Wall - Black
3' High Side Rails - Orange
1 - 7" x 44" ID Sign
1 - Wastebasket

Please Note: The exhibit floor is carpeted.

		EXHIBIT AREA INSTALLATION & DISMANTLE
November 5-8, 2015 Eden Roc Miami Beach	6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM	

Exhibit Area Installation & Dismantle

Set-up Dates & Times

Thursday November 5, 2015 5:00am-9:00am

All prefabricated displays must be set and empty crates tagged for storage by
8:00am on Thursday, November 5, 2015.

Exhibit Dates & Times

Thursday	November 5, 2015	9:30am-7:30pm
Friday	November 6, 2015	7:00am-8:00pm
Saturday	November 7, 2015	7:00am-6:00pm
Sunday	November 8, 2015	7:00am-1:00pm

Dismantle Dates & Times

Sunday November 8, 2015 1:30pm-5:00pm

Please Note: Freight not picked up by 5:00pm on Sunday, November 8, 2015.
will be re-routed through the house carrier.



**PAYMENT
&
CREDIT CARD
AUTHORIZATION FORM**

**November 5-8, 2015
Eden Roc Miami Beach**

**6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM**

**DEADLINE DATE:
WEDNESDAY, OCTOBER 21, 2015**

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer. However, we require your authorization to be on file with Vista Convention Services. For your convenience, we will use this authorization to charge your credit card for any additional charges incurred as a result of showsite orders placed by your representative for this event.

ORDER RECAP

*Standard Booth Furnishings & Carpet Order Form.....\$ _____
*Plush Booth Carpet Order Form.....\$ _____
*VCS Modular Rental Unit Order Form.....\$ _____
*Special Signs Order Form.....\$ _____
Booth Cleaning Order Form.....\$ _____
Estimated Labor Order Form.....\$ _____
Estimated Material Handling Order Form.....\$ _____
Subtotal \$ _____
*Add 7% Sales Tax \$ _____
Net Amount due Vista \$ _____

**Note: Services taxable in the state of FL.*

Indicate Payment Method

Check # _____ Dated _____ Amount \$ _____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express
Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

--	--	--	--	--	--	--	--

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER: _____

Cardholder's Name _____ (Print or Type)

Cardholder's Address _____ City _____ State _____ Zip _____

Signature _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax # _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

		LIMITS OF LIABILITY & RESPONSIBILITY
November 5-8, 2015 Eden Roc Miami Beach		

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

Limits of Liability and Responsibility

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

		PAYMENT POLICIES
November 5-8, 2015 Eden Roc Miami Beach	6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM	DEADLINE DATE: WEDNESDAY, OCTOBER 21, 2015

Payment Options

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services South in our role as the Official Contractors for this show.

1. All checks must be in U.S. funds drawn on a U.S. bank

2. Advance Payment by Company Check

Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services South in advance to guarantee payment. Please make all checks payable to Vista Convention Services South.

3. Wire Transfer in U.S. Funds

Bank information call Vista Convention Services South (305) 673-1123 or e-mail: vistasouth@vistacs.com

Wire transfers must be initiated and confirmed at least two weeks before move-in.

Wire transfers must include the show name, company name and booth number.

Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services South will charge the following fees:

Domestic incoming wire transfer fee: \$25.00

International incoming wire transfer fee: \$35.00

4. Credit Card

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by **Wednesday, October 21, 2015.**

Showsite Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date. ***For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.*** Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, **we require your signed Payment and Credit Card Charge Authorization Form to be on file** with Vista Convention Services South in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Vista Convention Services South is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e. dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Vista will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***Telephone orders are not accepted.***

Cancellation Policy: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

Please Note: All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services South.



STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

November 5-8, 2015
Eden Roc Miami Beach

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

DEADLINE DATE:
WEDNESDAY, OCTOBER 21, 2015

Rental price includes delivery to and removal from your booth.

QTY.	DISCOUNT RATES	STANDARD AMT. RATES
------	-------------------	------------------------

SEATING

Side Chair.....	\$50.00	\$ 65.00
Padded Stool.....	\$95.55	\$124.50

ACCESSORIES

Round Pedestal Table (30"h x 30"d)....	\$ 82.25	\$106.75
Round Pedestal Table (42"h x 30"d)....	\$105.75	\$137.00
Wastebasket.....	\$ 25.50	\$ 31.75
Easel.....	\$ 27.75	\$ 36.00
Chrome Sign Frame (22" x 28").....	\$ 73.00	\$ 83.25
Bag Holder.....	\$ 99.00	\$130.00
8' Stanchion.....	\$ 27.75	\$ 36.00
Crossbar.....	\$ 27.75	\$ 36.00
Garment Rack.....	\$ 99.00	\$130.00
Literature Rack.....	\$ 99.00	\$130.00

STANDARD CARPET

Price includes installation & taping front edge.
No guarantee of color match when ordering multiple carpets.

10'x 10'.....	\$122.75	\$159.75
10'x 20'.....	\$246.50	\$319.25
10'x 30'.....	\$367.50	\$478.50
10'x 40'.....	\$490.25	\$638.00
10'x 50'.....	\$612.50	\$797.50

Circle color: Blue Burgundy Gray Teal Red Black Hunter Green

CUSTOM SIZE CARPET

Price includes installation to fit booth space, protective covering, and edges taped.

INDICATE OVERALL DIMENSIONS:

ft.x ft. (100 sq. ft. minimum) \$3.00 sq. ft. \$3.75 sq. ft.

Circle color: Blue Burgundy Gray Teal Red Black Hunter Green

CARPET PADDING

INDICATE OVERALL DIMENSION:

ft.x ft. (100 sq. ft. minimum) \$1.25 sq. ft. \$1.50 sq. ft.

QTY.	DISCOUNT RATES	STANDARD AMT. RATES
------	-------------------	------------------------

DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal
White Hunter Green

2' x 4' x 30".....	\$102.50	\$130.00
2' x 6' x 30".....	\$115.75	\$148.00
2' x 8' x 30".....	\$139.00	\$180.75
4th Side Drape 6' & 8' Only.....	\$ 36.50	\$ 78.00

DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal
White Hunter Green

2' x 4' x 42".....	\$146.75	\$190.75
2' x 6' x 42".....	\$160.50	\$208.75
2' x 8' x 42".....	\$185.00	\$240.25
4th Side Drape 6' & 8' Only.....	\$ 36.50	\$ 78.00

UNDRAPED DISPLAY TABLES - 30" HIGH

2' x 4' x 30".....	\$ 51.50	\$ 67.00
2' x 6' x 30".....	\$ 63.25	\$ 82.25
2' x 8' x 30".....	\$ 75.75	\$ 98.75

UNDRAPED DISPLAY TABLES - 42" HIGH

2' x 4' x 42".....	\$ 63.50	\$ 81.25
2' x 6' x 42".....	\$ 73.75	\$ 95.75
2' x 8' x 42".....	\$ 86.25	\$111.75

DRAPED RISERS

White Vinyl

4' One Step.....	\$ 49.75	\$ 64.25
6' One Step.....	\$ 64.50	\$ 83.50
Raise & Drape Package		
Table to 42" high.....	\$62.50	\$ 78.00

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (7%)

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM

ENTER TOTAL

Company Name	Booth #
Street Address	Phone #
City	Fax#
State	E-Mail
Zip	
Ordered by (Print or Type)	
Signature	Title

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



**PLUSH BOOTH
CARPET
ORDER FORM**

**November 5-8, 2015
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**6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM**

**DEADLINE DATE:
WEDNESDAY, OCTOBER 21, 2015**

INCLUDES LABOR TO INSTALL AND REMOVE VISQUEEN COVER.

PLUSH BOOTH CARPET - 28 OZ.

Orders MUST be received by the Deadline Date above to guarantee delivery.

Carpet Size _____ x _____ = _____ (calculate to the next full foot, 200 square feet minimum)

QTY

TOTAL

_____ Square feet (200 square feet minimum) \$3.75 per sq. ft. _____

Please circle your selection:

FRENCH BEIGE NAVY
COLONY BLUE BLACK
CHARCOAL GRAY WHITE

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%.
NO REFUND AFTER DEADLINE DATE.

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your Advance Order prior to Deadline Date to qualify for Discount Rates. All orders received after Deadline Date and placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to Show closing. No telephone orders accepted.

SUBJECT TO SALES TAX (7%)

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

ENTER TOTALS

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax # _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH



November 5-8, 2015
Eden Roc Miami Beach



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BOOTH CLEANING & PORTER SERVICES ORDER FORM

DEADLINE DATE:
WEDNESDAY, OCTOBER 21, 2015

BOOTH CLEANING RATES

Please indicate your requirements:

- ☐ Daily - Vacuuming.....\$.35 per sq. ft.
☐ Once - Vacuuming before initial opening.....\$.40 per sq. ft.

Calculate total:

Size of booth: _____ x _____ = _____ sq. ft. x rate: _____ x No. Of Days: _____ = \$ _____

(Minimum charge: 100 Sq. Ft. Per Day)

Price is based on total square footage of your booth space.

NOTE: All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become spoiled. We suggest you order cleaning service at least once prior to show opening.

PORTER SERVICE

Vista Convention Services South will assign (1) man every hour (maximum of 8 hours per day) during show hours to your booth for removal of excess trash. This service is being provided to all exhibitors at a **\$1.00 per square foot per day after a minimum charge of 100 square feet.**

Please calculate your total below:

Size of booth: _____ x _____ = _____ sq. ft. x rate: **\$1.00** x Number Of Days: _____ = \$ _____
(Minimum charge: 100 Sq. Ft. Per Day - \$100)

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



VCS MODULAR RENTAL UNITS

November 5-8, 2015
Eden Roc Miami Beach

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

DEADLINE DATE:
WEDNESDAY, OCTOBER 21, 2015

□ VCS TableTop

Unit contains

- Lit Header - 70"x8"
- 6' Draped Table
- White Foamcore or Grey Velcro panel
- Vinyl Header
- Custom Graphics Available

Price \$520.00



□ VCS 10

Unit contains

- Custom Header 10.5"x117"
- 3-Graphic Panels (Panel size - 38 1/4"x 87")
- 2 -Arm Lights

Price \$1,040.00



Optional Rental Accessories

Qty	Item	Price	Total
___	Side Rail (each)	\$111.50	\$ ___

Extra Shelves

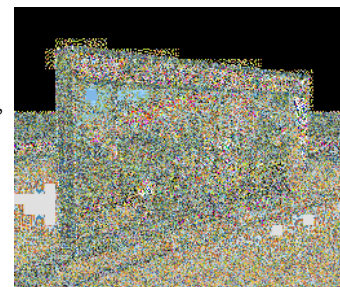
Qty	Item	Price	Total
___	1 - Shelf & 2 - Brackets	\$52.00	\$ ___

□ VCS 20

Unit contains

- 2-Custom Headers 10.5"x117"
- 6-Graphic Panels (Panel Size - 38 1/4"x87")
- 4-Arm Lights

Price \$1,976.00



□ Lockable Counters (White only)



Qty	Item	Price	Total
___	40"L x 42"H x 22"W	\$260.00	\$ ___
___	80"L x 42"H x 22"W	\$364.00	\$ ___

All graphics must be sent per the graphic guidelines.

Custom units available.
Please call for pricing.

Header Copy:

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.
CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



**SPECIAL
SIGNS**

**November 5-8, 2015
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**6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM**

**DEADLINE DATE:
MONDAY, OCTOBER 26, 2015**

Special Signs

Qty	Size	Digital Prints Advance Prices	Digital Prints after Deadline Price	Amount
_____	7" x 44"	\$36.50	\$45.50	\$_____
_____	14" x 22"	\$52.00	\$65.00	\$_____
_____	22" x 28"	\$78.00	\$97.50	\$_____
_____	28" x 44"	\$109.25	\$136.50	\$_____
_____	1 Meter x 8'	\$182.00	\$227.50	\$_____

1. Easel back applied to sign quoted upon request.
 2. All prices are for single sided-double sided quoted upon request.
 3. Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
 - **All orders must be received ten days before show opens. Orders after Deadline Date will be subject to an additional 25% fee.**
 - Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS5, Photoshop CS5, or Adobe InDesign CS5. For further details, refer to the Graphic Guidelines page.

Vertical

Horizontal

Color of
Background

Color of
Lettering

Please type desired copy below or attach a separate sheet

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

**ALL CHARGES SUBJECT TO SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL**

Company Name _____ Booth # _____
 Street Address _____ Phone # _____
 City _____ State _____ Zip _____ Fax# _____
 Ordered by (Print or Type) _____ E-Mail _____
 Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

		GRAPHIC GUIDELINES
November 5-8, 2015 Eden Roc Miami Beach	6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM	DEADLINE DATE: MONDAY, OCTOBER 26, 2015

GUIDELINES FOR SUBMITTING GRAPHICS

Vista Convention Services- Design/ Graphics Department/ Miami, Florida

Vista Convention Services

6901 NW 26th Ave.
Miami, FL 33147
Tel: (305) 836-3698
Fax: (786) 621-3536
E- Mail: Vistasigns2012@gmail.com

We can accept graphic files created with the following programs:

- ⇒ Adobe Acrobat Professional 8.0
- ⇒ Adobe Illustrator CS5
- ⇒ Photoshop CS5
- ⇒ Adobe InDesign CS5

We prefer to work with **Adobe Acrobat high resolution PDF files**.

If possible, we prefer artwork saved as **vector files**, which can be resized without losing resolution.

ALL vector files MUST have fonts converted to outlines or curves.

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions. Such resolution should be no less than 300 dpi. If uncertain as to requirements please consult us before sending files (*No bleeds needed on printable files)

Files which have been created for web publication or logos which are scanned from letterheads are NOT accepted for large format digital printing.

We are not responsible for spelling mistakes on text or low resolution images sent by clients. A fee applies for replacing the sign.

Color Matching

Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the

Pantone ® color matching system is the preferred method.

Sending Files

Files which are not overly large can be sent by e-mail. If you have a FTP site we could download the file if you send the information we need. Otherwise we will accept files sent on a CD. **When preparing files please be sure to save all text as curves or outlines and/or include all the fonts which you have used to create your files (true or open type font only).** If you have questions, please contact us before sending your files.

		INTENT TO USE NON-OFFICIAL CONTRACTORS
November 5-8, 2015 Eden Roc Miami Beach	6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM	DEADLINE DATE: WEDNESDAY, OCTOBER 21, 2015

Intent to Use Non-Official Contractors

A Non-Official Contractor is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services South no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
2. The Non-Official Contractor must provide Vista Convention Services South with a valid and current Certificate of Insurance naming Vista Convention Services South as the Certificate Holder. This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
3. Failure to provide Vista Convention Services South with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services South. Non-official contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an "Exhibit Crew" badge at Vista Convention Services South Labor Desk.

Exhibiting Firm: _____ **Booth #:** _____

Authorized Name & Title: _____

Authorized Signature: _____

Full Name of Non-Official Contractor: _____

Complete Address: _____

City, State: _____ **Zip Code:** _____

Phone Number: _____ **Fax Number:** _____

Certificate of Insurance Included: ☐ Yes ☐ No

Non-Official Contractor "Show Site" Representative: _____

Type of Service to Be Performed: _____

Retain one copy for your files.

		LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR
November 5-8, 2015 Eden Roc Miami Beach	6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM	

Limits of Liability and Responsibility for Labor

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.



LABOR ORDER FORM

November 5-8, 2015
Eden Roc Miami Beach

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

DEADLINE DATE:
WEDNESDAY, OCTOBER 21, 2015

Display Labor for Installation and Dismantling of Exhibits

Display Labor Rates:

Straight Time
\$66.50 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

Overtime
\$99.75 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

ST: 8:00AM to 3:30PM
Monday through Friday

OT: Before 8:00AM and after 3:30PM
Monday through Friday and all hours
on Saturday and Sunday

ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%

PLEASE NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. **All labor must be signed in/out at the Service Desk.** Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

Please indicate the type of labor requested:

____ **PLAN A - EXHIBITOR'S SUPERVISION** - All work performed must be under the supervision of the Exhibitor.

	No. Men	Date	Time	Approx. Hours
Set-up				
Dismantle				

____ **PLAN B - VISTA CONVENTION SERVICES SUPERVISION** - Hourly rate plus 35% Supervision Charge/Minimum \$40.00

Name of Carrier _____ # Crates _____ Cartons _____ Skids _____

Shipped to: _____ Warehouse _____ Showsite _____ Display Includes Carpet _____ Vista's Rental Carpet _____

SET-UP DIAGRAMS MUST BE INCLUDED WITH LABOR ORDER PLAN B: VISTA SUPERVISION

After Dismantle Return Display To (Shipping Address): _____

VIA: _____

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Company Name _____		Booth _____	
Street Address _____		Phone # _____	
City _____		State _____	Zip _____ Fax# _____
Ordered by (Print or Type) _____		E-Mail _____	
Signature _____		Title _____	
CREDIT CARD: ☐ M/C ☐ VISA ☐ AMEX		ACCOUNT NUMBER: _____	EXPIRATION DATE: _____
CARDHOLDERS SIGNATURE: _____		CARDHOLDERS NAME: _____	

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH

		UNION JURISDICTIONS
November 5-8, 2015 Eden Roc Miami Beach		

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

Union Jurisdictions

Exhibit Labor Jurisdictions

Union exhibit labor claims jurisdiction for the installing, dismantling, and cleaning of prefabricated exhibits and displays when this work is done by persons other than fulltime company personnel. Labor may be employed by completion of labor forms enclosed in the exhibitor kit. They are not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any laborer to assist you, it should be through the Official Contractor.

Freight Handling Jurisdiction

Vista Convention Services South has the responsibility of receiving and handling all exhibits material and empty crates for a fee as published on the enclosed Material Handling page. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. Vista Convention Services South will not be responsible, however, for any materials, they do not handle. Vista Convention Services South will have complete control of the loading dock at all times. If you wish to unload or load you must report to the Vista Convention Services South Service Desk. Do not proceed to the docks until told to do so.

Vehicle must not be left to unattended at the loading areas. Any unattended vehicles will be towed away at owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with Vista Convention Services South to store empty crates. Please refer to the Material Handling and Shipping Information pages for more information.

Gratuities

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and Vista Convention Services South.

In General

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Vista Convention Services South and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Vista Convention Services South.



November 5-8, 2015
Eden Roc Miami Beach



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

MATERIAL HANDLING SERVICES & RATES

DEADLINE DATE:
WEDNESDAY, OCTOBER 28, 2015

Material Handling Services & Rates

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove shipment from booth for reloading onto outbound carriers. ***Please note: 200lbs. minimum for this service.***

Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate <u>\$94.75</u> Showsite Rate <u>\$99.25</u>	<u>Crated and/or skidded Floor Load Shipments</u> These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.
Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate <u>\$131.75</u> Showsite Rate <u>\$138.00</u>	<u>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</u> These <u>round trip rates</u> apply to uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEx and UPS are included in this category due to their delivery procedures and documentation.
Per CWT (100 lbs.) A 25% surcharge for each occurrence will apply in addition to the above rates.	<u>Overtime Rates</u> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates
Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> A 25% surcharge for each occurrence will apply in addition to the above rates.	<u>Deliveries to Warehouse AFTER DEADLINE DATE</u> Shipments received at the warehouse after 3:30PM or after the deadline date of <u>Wednesday, October 28, 2015</u> will be charged in addition to the above rates.
*First Package <u>\$40.00</u> ***Each additional package \$30.00	<u>Small Package Shipments</u> Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.



SHIPPING & MATERIAL HANDLING RECAP

November 5-8, 2015
Eden Roc Miami Beach

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

DEADLINE DATE:
WEDNESDAY, OCTOBER 28, 2015

Shipping and Material Handling Recap

For complete information and descriptions on shipping and material handling refer to: SHIPPING INFORMATION, SHIPPING INSTRUCTIONS AND MATERIAL HANDLING AND SERVICE RATES forms within this Exhibitor Service Manual.

Computation of Order: When recording weight, round up to the next 100 pounds.		
<u>Crated and/or skidded Floor Load Shipments</u>		
Warehouse We will ship _____ lbs. @ \$94.75 per 100 lbs. (200 lb. minimum/\$189.50)		\$ _____
Showsite We will ship _____ lbs. @ \$99.25 per 100 lbs. (200 lb. minimum/\$198.50)		\$ _____
<u>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments requiring Special Handling</u>		
Warehouse We will ship _____ lbs. @ \$131.75 per 100 lbs. (200 lb. minimum/\$263.50)		\$ _____
Showsite We will ship _____ lbs. @ \$138.00 per 100 lbs. (200 lb. minimum/\$276.00)		\$ _____
<u>Overtime Rates</u> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 25% surcharge for each occurrence in addition to the above rates.		
<u>Deliveries to Warehouse AFTER Deadline Date</u> Shipments received at the warehouse after 3:30PM or after the deadline date of Wednesday, October 28, 2015 will be charged 25% surcharge, for each occurrence, in addition to the above rates.		
Payment Enclosed		\$ _____

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at showsite. If you have any questions about material handling, please contact Vista Convention Services South, Exhibitor Service Department.

COMPANY NAME:

BOOTH #

		SHIPPING INFORMATION
November 5-8, 2015 Eden Roc Miami Beach		

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

Shipping Information

What you should know:

- * As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.
- * Please prepay all shipping charges. Vista Convention Services South cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista Convention Services South for such shipments. Shipments without certified weight documents will be estimated by Vista Convention Services South. This estimate will be binding on both parties and no adjustments will be made after the show closes.
- * **Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.**
- * Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, Vista Convention Services South will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.
- * Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.
- * All shipments for the show received either in advance or at showsite will be charged material handling by Vista Convention Services South. Refer to the *Material Handling Service and Rates Form*.
- * All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the *Material Handling Service and Rates Form*.
- * If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services South, the exhibitor is required to use Vista Convention Services South labor for booth installation.

Material Handling includes:

- * Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only)
- * Delivering materials to your booth at showsite.
- * Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of the show.
- * Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your showsite Bill-of-Lading.

Material Handling does not include:

- * Labor and/or equipment for uncrating, unskidding, assembling, position, leveling, dismantling, recrating and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed. Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).



SHIPPING INSTRUCTIONS (INBOUND)

November 5-8, 2015
Eden Roc Miami Beach

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

Inbound Shipping Instructions

Freight Handling Services:

Vista Convention Services South is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form. Vista Convention Services South must have payment before forwarding freight.**

SHIPPING IN ADVANCE TO THE WAREHOUSE:

All advance shipments to the warehouse should be addressed/labeled as follows:

TO: **Synergy 2015**
(Exhibiting Company's Name & Booth Number)
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26th AVENUE
MIAMI, FL 33147

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning Monday, October 5, 2015.
- Shipments received after the deadline of Wednesday, October 28, 2015 will be charged an additional 25% surcharge.
- Shipments received after **3:30PM** will be charged an overtime rate.
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 3:30PM**
- Carriers checking in **after 3:30PM Monday through Friday** will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOWSITE:

All direct shipments to showsite should be addressed/labeled as follows:

TO: **Synergy 2015**
(Exhibiting Company's Name & Booth Number)
Eden Roc Miami Beach
C/O VISTA CONVENTION SERVICES SOUTH
4525 Collins Avenue
Miami Beach, FL 33140

Showsite shipments will be received beginning 9:00pm on Wednesday, November 4, 2015.

SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.

		SHIPPING INSTRUCTIONS (OUTBOUND)
November 5-8, 2015 Eden Roc Miami Beach		

Outbound Shipping Instructions

Shipping Outbound from Showsite

- All outbound shipments must be accompanied by an official show Bill-of-Lading.
- You may obtain show bills of lading after reviewing your invoice at showsite.
- When shipping to separate destinations, a separate Bill-of-Lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

FROM: (Your Company Name)
BOOTH #:
SHOW NAME: Synergy 2015
LOCATION: Eden Roc Miami Beach
TO: (Shipping Address)

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than **6:00pm on Sunday, November 8, 2015.**

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtimes charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **UPS Tradeshow Freight Services**) must be checked in no later than **6:00pm on Sunday, November 8, 2015.**



November 5-8, 2015
Eden Roc Miami Beach



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

LIMITS OF LIABILITY FOR MATERIAL HANDLING

Limits of Liability for Material Handling

- * Vista Convention Services South shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- * Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
- * Vista Convention Services South shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.
- * Vista Convention Services South shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- * Vista Convention Services South's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Vista Convention Services South's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment; whichever is less.
- * Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- * The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
- * Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- * Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- * Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista South assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.
- * Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, Vista South reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista South.



November 5-8, 2015
Eden Roc Miami Beach



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MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

IMPORTANT FREIGHT INFORMATION

Important Freight Information

Definition of Special Handling:

“Shipments that are loaded in such a manner as to require additional labor to unload, sort and deliver.”

Vista Convention Services South uses the following definitions in assessing Special Handling surcharges for material handling:

- ⇒ **Ground Load/Unload** - Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.
- ⇒ **Side Door Load/Unload** - Shipments that cannot be accessed from the rear of the trailer.
- ⇒ **Constricted Space Load/Unload** - Trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).
- ⇒ **Designated Piece Load** - Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.
- ⇒ **Stacked Shipments** - Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.
- ⇒ **Mixed Shipments** - Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.
- ⇒ **Improper delivery receipts** - Shipments that arrive without individual bills of lading, such as UPS, FedEx, DHL and USPS.

		MATERIAL HANDLING SPECIAL SERVICES
November 5-8, 2015 Eden Roc Miami Beach	6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM	

Material Handling Special Services

Empty Storage

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services South may acquire on-site storage for empty containers based on the following rates: \$20.00 per carton and \$30.00 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

Mobile Unit Spotting

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services South supervision services at the rate of \$275.00 round-trip per mobile unit. A representative from Vista Convention Services South will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

Shipments Returned to Warehouse

At the close of show, for re-forwarding or storage, there will be an additional charge for shipments returned to our warehouse. The initial and minimum fee is \$50.00 up to the first 100 lbs. For shipments over 100 lbs, a fee of \$25.00 per cwt. on straight time and \$30.00 per cwt. on overtime will apply. Warehouse storage space is limited. Please call our Customer Service Department at (305) 673-1123 to confirm availability prior to show.

Special Rates and Services

Steel banding is available at \$1.05 per linear foot, plus one-half hour minimum labor.

UPS & FEDEX Shipments

A fee of \$75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services South Warehouse.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

SYNERGY 2015

C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

SYNERGY 2015

C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN WEDNESDAY, OCTOBER 28, 2015.
RECEIVING 8AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

SYNERGY 2015

C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

SYNERGY 2015

C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

SYNGERY 2015
EDEN ROC MIAMI BEACH
C/O VISTA CONVENTION SERVICES SOUTH
4525 COLLINS AVENUE
MIAMI BEACH, FL 33140

FOR ON-SITE DIRECT SHIPMENTS ONLY

Showsite shipments will be received beginning [9:00pm on Wednesday, November 4, 2015.](#)

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

SYNGERY 2015
EDEN ROC MIAMI BEACH
C/O VISTA CONVENTION SERVICES SOUTH
4525 COLLINS AVENUE
MIAMI BEACH, FL 33140

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

SYNGERY 2015
EDEN ROC MIAMI BEACH
C/O VISTA CONVENTION SERVICES SOUTH
4525 COLLINS AVENUE
MIAMI BEACH, FL 33140

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

SYNGERY 2015
EDEN ROC MIAMI BEACH
C/O VISTA CONVENTION SERVICES SOUTH
4525 COLLINS AVENUE
MIAMI BEACH, FL 33140



PHONE: (305) 652-7888

FAX: (305) 652-5090

353 N Seaboard Road

Miami, FL 33130

Prices listed are daily rates. All equipment is subject to a 21% service fee. Equipment will be delivered to your booth. A company representative must accept the equipment at the designated time of delivery.

For an order to be considered an advanced order it must be placed at least 5 business days in advance.

VIDEO EQUIPMENT & MONITORS

Qty.	Item	Advanced Order	Day of Show	# of Days	Total
___	DVD Recorder	\$70.00	\$85.00	___	___
___	DVD Player	\$50.00	\$65.00	___	___
___	1/2" VHS Player	\$50.00	\$65.00	___	___
___	3/4" Player	\$80.00	\$95.00	___	___
___	Mini-DV Player	\$65.00	\$80.00	___	___

MONITORS & DATA DISPLAY

Qty.	Item	Advanced Order	Day of Show	# of Days	Total
___	17" LCD Monitor	\$75.00	\$90.00	___	___
___	19" LCD Monitor	\$100.00	\$115.00	___	___
___	22" LCD Monitor	\$150.00	\$165.00	___	___
___	42" Plasma Monitor	\$550.00	\$565.00	___	___
___	50" Plasma Monitor	\$700.00	\$715.00	___	___
___	60" Plasma Monitor	Call	Call	___	___
___	6' Dual Chrome Stand w/Bracket Mount	\$75.00	\$90.00	___	___

COMPUTERS

Qty.	Item	Advanced Order	Day of Show	# of Days	Total
___	Desktop Computer	\$105.00	\$120.00	___	___
___	Wireless Keyboard & Mouse	\$15.00	\$30.00	___	___
___	Laptops	\$125.00	\$155.00	___	___
___	Printers	Call	Call	___	___
___	Hub	Call	Call	___	___

MISCELLANEOUS

Qty.	Item	Advanced Order	Day of Show	# of Days	Total
___	48" Skirted Video Cart	\$15.00	\$25.00	___	___
___	Microphone, Speaker & Stand	\$85.00	\$100.00	___	___
___	CD Player	\$40.00	\$55.00	___	___
___	Speaker/Sound	Call	Call	___	___
___	Lighting	Call	Call	___	___
___	25' VGA Cable	\$20.00	\$30.00	___	___
___	Power Strip	\$3.00	\$6.00	___	___
___	Extension Cord	\$3.00	\$6.00	___	___

Subtotal

21% Serv. Fee

Applicable State Tax

CALL FOR ADDITIONAL EQUIPMENT

TOTAL DUE

EXHIBITOR INFORMATION

Firm Name:
Address:
City, State, Zip:
On-site contact:
Phone:
Fax:
Email Address:

SHOW INFORMATION

Show Name:
Room/Hall _____ Booth#
Installation Date _ Time
Removal Date _ Time

PAYMENT INFORMATION

☐ Check Enclosed
(Payable to Show Technology, Inc.)
☐ Visa
☐ Mastercard
☐ Amex

Cardholder's Name (print)

Credit Card Number

CVC Code _____

Exp. Date _____

Cardholder's Billing Address (street, City, St, Zip)

X _____

** By signing, Show Technology, Inc. is authorized to charge this credit card for all charges due on this order.

There is a 3% fee for all credit card charges

***A minimum of 72-hours notice is required on any cancellations. Full charges will be assessed for any labor cancelled on less than 72-hours notice. In addition, a 30% restocking fee will be applied for any equipment cancelled on less than 72-hours notice.



Eden Roc Miami Beach Exhibitor Equipment Form

Contact Information		Payment	
<u>Company Name:</u>	<u>Booth #:</u>	Pre-payment must accompany all orders unless prior arrangements have been made. Please choose payment method from list below: ☐ Visa ☐ Mastercard ☐ American Express <u>Charge to:</u>	
<u>Ordered By:</u>	<u>Onsite Contact:</u>		
<u>Credit Card Billing Address:</u>			
<u>City, State, Zip:</u>	<u>Email Address:</u>	<u>Card Holder's Name:</u>	
<u>Phone #:</u>	<u>Fax #:</u>	<u>Credit Card #:</u>	<u>Expiration Date:</u> <u>CVV:</u>
<u>Setup Date & Time:</u>	<u>Removal Date & Time:</u>	<u>Signature:</u>	<u>Date:</u>

EQUIPMENT	QUANTITY	x DAILY COST	x DAYS	= TOTAL	
Laptop		\$265.00		\$ -	* PSAV is the official provider of all on-property AV & Production needs. * Orders must be submitted one week prior to ensure prompt delivery. * 48 hours notice required for cancellation. Charges will apply for cancellations within 48 hours. **ETS, Labor and LDW are each calculated off the <i>Equipment Subtotal</i> .
Wireless Powerpoint Clicker W/Laser Pointer		\$65.00		\$ -	
PC Audio Interface with 10" Speaker		\$195.00		\$ -	
DVD Player		\$115.00		\$ -	
Blu-Ray Player		\$170.00		\$ -	
Flipchart Package		\$80.00		\$ -	
20" XGA Flat Panel Data Monitor		\$175.00		\$ -	
46" LCD Television W/Stand		\$675.00		\$ -	
55" LED HDTV Monitor W/Stand		\$750.00		\$ -	
XGA LCD Projector W/ 6' Screen Pkg. (3500 Lumens)		\$775.00		\$ -	
Projection Support Package (6' Tripod, Safelock Stand)		\$250.00		\$ -	
Projection Stand		\$40.00		\$ -	
20 Amp Power w/6 outlet powerstrip & extension cord		\$65.00		\$ -	
**Additional Powerstrips and Extension Cords				\$ -	
available for rental upon request				\$ -	
Contacting PSAV PSAV Eden Roc Miami Beach Hotel 4525 Collins Avenue Miami Beach, FL 33140 Phone 305.674.5578 Fax 305.604.5419 Email: EdenRoc@psav.com			<i>Equip Subtotal</i>	\$ -	* Please call for any additional equipment, labor and power pricing not listed. * ONSITE ADDITIONS will incur +20% to Daily Cost
			Event Technology Support (ETS) 23%	\$ -	
			Labor 15%**	\$ -	
			<i>Subtotal</i>	\$ -	
			Tax 7%	\$ -	
			LDW 4%**†	\$ -	
			GRAND TOTAL	\$ -	

Telephone / Internet Service Request Form

Group Name: _____ Arrival Date: _____

Exhibiting Company Name: _____ Booth#: _____

Contact Name: _____ Phone: _____

Conference Manager: **Dana Prytula at dprytula@destinationhotels.com or fax to +1 305 674-5515**

****Please complete and return to Dana Prytula three weeks prior to event****

☐ Bill to Credit Card - Number: _____ Exp. Date: _____

Visa



MC



Discover



AMEX



Cardholder Name (Please Print): _____

Cardholder Signature: _____

Types of Service and Fees

Installation

Daily Usage

Quantity

- | | | | |
|--|---------------|---------------------------------------|-------|
| ☐ House Phone (<i>Internal Calls Only</i>) | \$65.00 | \$0.00 Per Line/ Per Day | _____ |
| ☐ DID Line (Local & Long Distance Access) | \$250.00 | Going Rates for Usage Charged Per Day | _____ |
| ☐ DID Line (L, L.D. & International Access) | \$250.00 | Going Rates for Usage Charged Per Day | _____ |
| ☐ Property Wide TV Channel (<i>Video Broadcast</i>) | | \$1,000.00 One Time Charge | _____ |
| ☐ Standard Wireless HSIA | Complimentary | | |
| <i>*If you plan to use Wireless Internet for anything other than Checking E-mail or Browsing Internet please discuss with your conference manager so they can put you in touch with an IT Technician</i> | | | |
| ☐ Standard Wired HSIA | \$250.00 | Per Room / Per Line | _____ |
| ☐ Technical Support | | \$250.00 Per Hour | _____ |

Function Room or Booth Number	Install Date	Install Time	Service Requested	Disconnect Date	Disconnect Time

Please note- Installation is not taxable, only usage is taxed at 7.0% FL Tax.

Additional Instructions:

Telecom Department Only:

Reserve Numbers:

Signature

_____/_____/_____
Date of Request

Please email or fax completed form back to: Dana Prytula at dprytula@destinationhotels.com or fax +1 305 674-5515



UPS FreightSM Trade Show Services

Simplified shipping solutions

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed* and time-definite urgent services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

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- Air freight
- Urgent

Package services:

- Ground
- Air
- International

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Full range of services

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Standard

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Package

- On-site coordination of package and freight shipping

Tips for smoother trade show shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number and phone number on bill of lading and on freight and package labels.

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at lhl.upsfreight.com and any other applicable contract, as other restrictions may apply.

Online resources

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

Visit us at:
upsfreight.com/tradeshow
or call 800.988.9889

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Multimodal capabilities



Accent

Tradeshow & Event Furnishings



www.GetAccent.com



Accent

On Service...

Accent

On Excellence!

CUSTOM FURNITURE

Uptown



A-1 Sofa, Black Suede
83"L x 32"D x 32"H



A-2 Loveseat, Black Suede
59"L x 32"D x 32"H



A-3 Chair, Black Suede
39"L x 32"D x 32"H



A-4 Bench, Black Suede
61"L x 20"D x 17"H



A-5 Cocktail Table, Nickel & Glass
52"L x 31"D x 19"H



A-6 End Table, Nickel & Glass
26" Diameter x 22"H



A-7 Corner, Black Suede
33"L x 33"D x 28"H



A-8 Center, Black Suede
31"L x 33"D x 28"H



A-9 Half Ottoman, Black Suede
72"L x 36"D x 18"H



A-10 Cocktail Table, Black & Glass
48"L x 24"D x 17"H



A-11 End Table, Black & Glass
21"L x 21"D x 21"H



A-12 Floor Lamp
Black, 72"H

Newport



B-1 Sofa, Tan Suede
79"L x 34"D x 32"H



B-2 Loveseat, Tan Suede
54"L x 34"D x 32"H



B-3 Chair, Tan Suede
32"L x 34"D x 32"H



B-4 Cocktail Table, Natural
48"L x 24"D x 17"H



B-5 End Table, Natural
24"Diameter x 21"H



B-6 Ottoman, Green Suede
32"L x 19"D x 17"H



B-7 Chair, Green Suede
32"L x 34"D x 32"H

Laredo



C-1 Sofa, Black Leather
77"L x 34"D x 32"H



C-2 Loveseat, Black Leather
54"L x 34"D x 32"H



C-3 Chair, Black Leather
32"L x 34"D x 32"H



C-6 Table Lamp,
Black & Chrome
22"H



D-4 Cocktail Table
Black Cube
30"L x 30"D x 16"H



D-5 Cocktail Table
Black Cylinder
30"Diameter x 15"H



D-6 End Table
Black Cube
24"L x 24"D x 20"H

South Beach



E-1 Sofa, White
77"L x 34"D x 32"H



E-2 Chair, White
53"L x 34"D x 32"H



E-3 Bench, White
53"L x 27"D x 16"H



E-4 Sofa, Red
77"L x 34"D x 32"H



E-5 Chair, Red
53"L x 34"D x 32"H



E-6 Bench, Red
53"L x 27"D x 16"H



E-7 Square Cocktail
White & Chrome
31"L x 31"D x 15"H



E-9 End Table
White & Chrome
20"L x 20"D x 19"H



E-10 Cube End Table
White / Charging Station
20"L x 20"D x 20"H

LOUNGE

Barcelona



F-1 Chair, Red Barcelona
31"L x 35"D x 33"H

F-2 Ottoman, Red Barcelona
24"L x 24"D x 17"H



F-3 Chair, White Barcelona
31"L x 35"D x 33"H

F-4 Ottoman, White Barcelona
24"L x 24"D x 17"H



F-5 Chair, Black Barcelona
31"L x 35"D x 33"H

F-6 Ottoman, Black Barcelona
24"L x 24"D x 17"H

Melrose



G-1 Sofa, Red Swirl
78"L x 41"D x 30"H



G-2 Chair, Red Swirl
40"L x 36"D x 30"H



G-3 Bench, Red Swirl
61"L x 21"D x 17"H

Monte Carlo



H-1 Black Leather Sectional Loveseat
50"L x 38"D x 29"H



H-2 Black Leather Sectional Corner
40"L x 40"D x 29"H



H-3 White Leather Sectional Loveseat
50"L x 38"D x 29"H



H-4 White Leather Sectional Corner
40"L x 40"D x 29"H



H-5 White & Chrome Modern Sofa
72"L x 31"D x 26"H



H-6 White & Chrome Modern Chair
35"L x 32"D x 27"H



Contempo



I-1 Curved Sofa, White Leather
71"L x 34"D x 30"H



I-2 Curved Bench, White Leather
71"L x 34"D x 17"H



I-3 Round Ottoman, White Leather
40"L x 40"D x 17"H



I-4 Curved Sofa, Black Leather
71"L x 34"D x 30"H



I-5 Curved Bench, Black Leather
71"L x 34"D x 17"H



I-6 Round Ottoman, Black Leather
40"L x 40"D x 17"H



I-10 Da Vinci White & Chrome
Folding Sofa
74"L x 35"D x 36"H
Flat - 74"L x 48"D x 18"H



I-7 Cocktail Table, Chrome & Glass
45"L x 32"D x 18"H



I-8 End Table, Chrome & Glass
25"Diameter x 21"H



J-1B Black
Dynamic Chair
23"L x 24"D x 32"H



J-2G Green
Dynamic Chair
23"L x 24"D x 32"H



J-2O Orange
Dynamic Chair
23"L x 24"D x 32"H



J-4W White
Dynamic Chair
23"L x 24"D x 32"H



K-12 Stage Chair
Mocha Leather
28"L x 26"D x 32"H



K-13 Black Tub Chair
25"L x 25"D x 33"H



I-9 Glove Chair
White Leather & Chrome
30"L x 30"D x 32"H



K-15 Black Tulip Chair
22"L x 19"D x 36"H



J-10 White Cube
18"L x 18"D x 17"H



J-11 Black Leather Cube
18"L x 18"D x 18"H



J-12 LED Glow Cube
Adjustable Colors
20"L x 20"D x 20"H

Additional GLOW Products
Available at www.GetAccent.com



L-7W Table, White & Chrome
30"Diameter Top x 29"H



L-9WL Anaheim Chair
White Leather
18"L x 20"D x 36"H



L-9W White & Chrome Chair
16"L x 18"D x 31"H



M-5 Tall Bar Table
White & Chrome
30" Diameter x 42"H



M-6 Curve Bar Stool
White & Chrome
17"L x 18"D x 35"H
Seat Height
25" - 31" (Swivel)



M-14 White Moon Stool
White & Chrome
22"L x 19"D x 40"H
Seat Height
24" - 31" (Swivel)



L-12W White & Chrome
Bar Stool
16"L x 18"D x 42"H



Table, Black

K-1 24"Diameter Top x 29"H

K-2 30"Diameter Top x 29"H

K-3 36"Diameter Top x 29"H

K-4 42"Diameter Top x 29"H



K-5 Black Euro Chair
22"L x 23"D x 28"H



K-6 Jet Black Chair
16"L x 18"D x 31"H



Tall Bar Table, Black

K-7 24"Diameter Top x 42"H

K-8 30"Diameter Top x 42"H

K-9 36"Diameter Top x 42"H



K-10 Black Bar Stool
21"L x 20"D x 41"H



K-11 Jet Black Bar Stool
16"L x 18"D x 42"H



Table, Maple & Chrome
L-1 30"Diameter Top x 29"H
L-2 36"Diameter Top x 29"H



L-3 Maple & Chrome Chair
16"L x 18"D x 31"H



Tall Bar Table
Maple & Chrome
L-4 30"Diameter Top x 42"H
L-5 36"Diameter Top x 42"H



L-6 Maple & Chrome
Bar Stool
16"L x 18"D x 42"H



Table, Black & Chrome
L-7 30"Diameter Top x 29"H
L-8 36"Diameter Top x 29"H



L-9 Black & Chrome Chair
16"L x 18"D x 31"H



Tall Bar Table
Black & Chrome
L-10 30"Diameter Top x 42"H
L-11 36"Diameter Top x 42"H



L-12 Black & Chrome
Bar Stool
16"L x 18"D x 42"H



L-20 Table, Chrome
30"Diameter Top x 29"H



L-21 Chrome Chair
24"L x 18"D x 29"H



L-22 Tall Bar Table, Chrome
28"Diameter x 42"H



L-23 Chrome Bar Stool
20"L x 16"D x 39"H

TABLES & SEATING



L-14 Table, Black & Glass
42" Square Top
Rounded Corners
x 29"H



L-15 Table, Chrome & Glass
36"Diameter Top x 29"H



L-17 Tall Bar Table, Chrome & Glass
28"Diameter x 42"H



L-18 White & Chrome Swivel Stool
15"L x 15"D x 25"-33"H



L-18B White Chrome Swivel
Stool (With Back)
23"L x 17"D x 42"H
Seat Height
34" - 42"



L-19 Black & Chrome Swivel Stool
15"L x 15"D x 25"-33"H



M-1 Chair, Black & Blue
20"L x 20"D x 32"H



M-2 Bar Stool, Black & Blue
20"L x 22"D x 45"H - Swivel



M-3 Chair, Black & Red
20"L x 20"D x 32"H



M-4 Bar Stool, Black & Red
20"L x 22"D x 45"H - Swivel



Gelato Table
24"Diameter x 31" to 40" Adjustable Height



M-7 White
M-8 Grey
M-9 Black



Scoop Chair
17"L x 22" to 33" Adjustable Height
M-10 Red
M-11 Grey
M-12 Black
M-13 White



Pedestal, Black

N-1 12"L x 12"D x 30"H

N-2 12"L x 12"D x 36"H

N-3 12"L x 12"D x 42"H



Pedestal, Grey

N-4 12"L x 12"D x 30"H

N-5 12"L x 12"D x 36"H

N-6 12"L x 12"D x 42"H



Pedestal, Black

N-7 18"L x 18"D x 36"H

N-8 18"L x 18"D x 42"H



Pedestal, Grey

N-9 18"L x 18"D x 36"H

N-10 18"L x 18"D x 42"H



N-11 Pedestal, Black
24"L x 24"D x 42"H



N-12 Pedestal, Grey
24"L x 24"D x 42"H



N-13 Black Pedestal
Storage Kiosk with sliding Tray &
Locking Door
24"L x 24"D x 42"H



N-14 White Pedestal
Storage Kiosk with sliding Tray &
Locking Door
24"L x 24"D x 42"H



E-10 White Cube
Charging Station
20"L x 20"D x 20"H



N-15 Pedestal, White
18"L x 18"D x 36"H



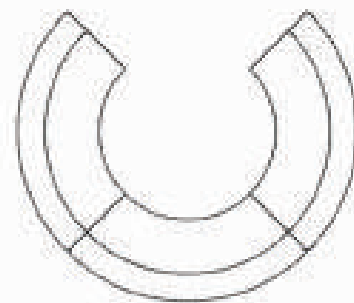
N-16 Pedestal, White
18"L x 18"D x 42"H



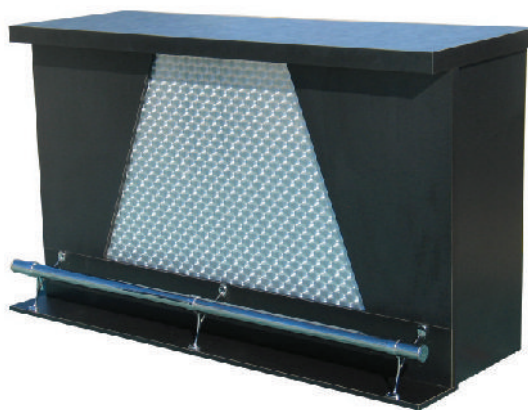
O-1 Martini Bar
50"L x 50"D x 47"H



O-2 Martini Bar with colored
lighting option.
No Electric Required



Suggested Layout 3 Bars



O-3 Cosmopolitan Bar
72"L x 27"D x 42"H



O-4 Cosmopolitan Bar with colored
lighting option. Electric Required



O-5 Reception Counter
48"L x 16"D x 42.5"H



O-6 Contour Reception Counter
with Literature Holder - Black
45"L x 21"D x 41"H



O-7 Contour Reception Coun-
ter with Literature Holder - Grey
45"L x 21"D x 41"H



O-8 Tall Computer Table
36"L x 30"D x 42"H



O-9 Computer Table
48"L x 30"D x 30"H



O-10 Parson Desk
48"L x 24"D x 29"H



O-11 Refrigerator
20"L x 20"D x 34"H



O-12 Coat Rack
21" Square Base x 68"H



O-13 Free Standing Mirror, Black
15"L x 71"H



O-14 Literature Stand,
6 Pocket
10"L x 9"D x 64"H



O-15 Literature Stand,
Silver Folding
11"L x 15"D x 60"H



O-16 Literature Stand,
Black Folding
11"L x 15"D x 60"H



iPad Stand
41"H x 14"Dia. Base
O-18 White
O-19 Black



Conference Table, Maple
P-1 6 Ft.- 72"L x 36"D x 29"H
P-2 8 Ft.- 96"L x 48"D x 29"H



Conference Table, Mahogany
P-3 6 Ft.- 72"L x 36"D x 29"H
P-4 8 Ft.- 96"L x 48"D x 29"H
P-5 10 Ft.- 120"L x 48"D x 29"H



Conference Table, Honey Oak
P-6 6 Ft.- 72"L x 36"D x 29"H



Conference Table, Black Oval
P-7 6 Ft.- 72"L x 36"D x 29"H
P-8 8 Ft.- 96"L x 48"D x 29"H
P-9 10 Ft.- 120"L x 48"D x 29"H



Conference Table, Grey Oval
P-10 6 Ft.- 72"L x 36"D x 29"H
P-11 8 Ft.- 96"L x 48"D x 29"H



Conference Table, Black & Glass
P-12 5 Ft.- 60"L x 36"D x 29"H



P-13 Chrome Table, Frosted Glass
53"L x 33"D x 29"H



P-14 Table, Honey Oak Round
42"Diameter Top x 29"H



P-15 Table, Mahogany Round
42"Diameter Top x 29"H



P-16 Conference Table, White
79"L x 36"D x 30"H



Montego

T-20 6.5' Cabana Table
78"L x 35"D x 30"H

T-21 Cabana Chair
20"L x 21"D x 34"H



Q-1 Leather Executive
25"L x 28"D x 43"H



Q-2 Mesh Executive
28"L x 23"D x 38"H



Q-3 White Leather Izzo
25"L x 28"D x 42"H



Q-4 Black Leather Izzo
25"L x 28"D x 42"H



Q-5 Black Jr. Executive
24"L x 25"D x 38"H



Q-6 Grey Jr. Executive
24"L x 25"D x 38"H



Q-7 Black Sled
24"L x 24"D x 32"H



Q-8 Grey Sled
24"L x 24"D x 32"H



Q-9 Black & Chrome Breuer
19"L x 23"D x 31"H



Q-10 Grey & Chrome Breuer
19"L x 23"D x 31"H



Drafting Stool
20"L x 23"D x 51"H Seat Height: 23"-33"
Q-11 Black
Q-12 Grey



Secretarial Chair
20"L x 23"D x 36"H Seat Height: 16"-21"
Q-13 Black
Q-14 Grey



CONFERENCE CHAIRS



R-1 Etagere, Black (Glass Shelves)
30"L x 14"D x 67"H



R-2 Etagere, Chrome (Glass Shelves)
30"L x 14"D x 67"H



Bookcase, 48"
36"L x 12"D x 48"H
R-3 Grey
R-4 Black



Bookcase, 72"
36"L x 12"D x 72"H
R-5 Grey
R-6 Black



Filing Cabinet, 2-Drawer
15"L x 25"D x 29"H
R-7 Grey
R-8 Black



R-9 Filing Cabinet, Black 4-Drawer
15"L x 25"D x 52"H



Storage Cabinet, 42"
36"L x 18"D x 42"H
R-10 Grey
R-11 Black



R-12 Storage Cabinet, Black 72"
36"L x 18"D x 72"H



S-1 Desk, Natural & Black
60"L x 30"D x 29"H



S-2 Credenza, Natural & Black
60"L x 20"D x 29"H



S-3 Desk, Honey Oak
60"L x 30"D x 29"H



S-4 Credenza, Honey Oak
66"L x 20"D x 29"H



S-5 Desk, Mahogany
60"L x 30"D x 29"H



S-6 Credenza, Mahogany
60"L x 20"D x 29"H



S-7 Desk, Grey
60"L x 30"D x 29"H



S-8 Credenza, Grey
60"L x 20"D x 29"H



Catalina



T-1 Corner Lounge
35"L x 35"D x 27"H



T-2 Center Lounge
35"L x 35"D x 27"H



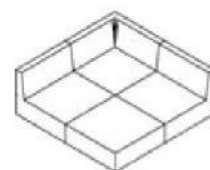
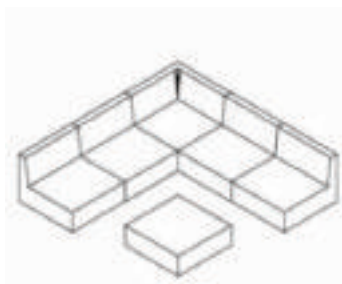
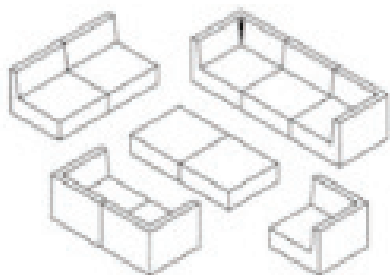
T-3 Cocktail Table
35"L x 35"D x 11"H

T-3C Cocktail Table w/ Cushion

T-3G Cocktail Table w/ Glass



T-4 End Table
19"L x 19"D x 19"H





Barbados



T-6 Small Backrest Section
50"L x 33"D x 28"H



T-7 Large Backrest Section
50"L x 33"D x 28"H



T-8 Curve Section
50"L x 33"D x 11"H



T-9 End Section
31"L x 18"D x 11"H

T-9C End Section w/ Cushion

T-9G End Section w/ Glass



Antigua



T-11 Corner Lounge
30"L x 30"D x 28"H



T-12 Center Lounge
23"L x 32"D x 28"H



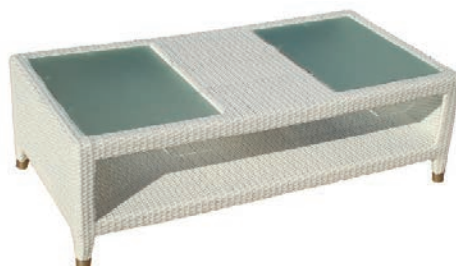
T-13 Right Arm Lounge
52"L x 32"D x 28"H



T-14 Left Arm Lounge
52"L x 32"D x 28"H



T-15 Lounge Chair
33"L x 32"D x 28"H



T-16 Cocktail Table, White
25"L x 51"D x 15"H



T-17 End Table , White
17"L x 17"D x 15"H

ACCENT Tradeshaw & Event Furnishings

3438 Maggie Blvd. * Orlando FL 32811 * Phone 407.648.7474

v015.1_425

A-1 Black Suede Sofa	\$425	J-1B Dynamic Black Chair	\$144	M-14 Wht/Chrome Moon Stool	\$184	Q-9 Blk Chrome Breuer Chair	\$144
A-2 Black Suede Loveseat	\$385	J-2G Dynamic Green Chair	\$144	N-1 12x12x30 Black Ped	\$172	Q-10 Gry Chrome Breuer Chair	\$144
A-3 Black Suede Chair	\$270	J-3O Dynamic Orange Chair	\$144	N-2 12x12x36 Black Ped	\$184	Q-11 Black Drafting Stool	\$172
A-4 Black Suede Bench	\$241	J-4W Dynamic White Chair	\$144	N-3 12x12x42 Black Ped	\$195	Q-12 Grey Drafting Stool	\$172
A-5 Nickel/Glass Ckt Table	\$178	J-10 White Cube Ottoman	\$109	N-4 12x12x30 Grey Ped	\$172	Q-13 Black Secretarial Chair	\$144
A-6 Nickel/Glass End Table	\$161	J-11 Black Leather Cube	\$109	N-5 12x12x36 Grey Ped	\$184	Q-14 Grey Secretarial Chair	\$144
A-7 Black Suede Corner	\$270	J-12 LED Glow Cube	\$109	N-6 12x12x42 Grey Ped	\$195	R-1 Black Etagere	\$184
A-8 Black Suede Armless	\$270	K-1 24" Black Table	\$132	N-7 18x18x36 Black Ped	\$207	R-2 Chrome Etagere	\$184
A-9 Blk/Half Round Ottoman	\$339	K-2 30" Black Table	\$132	N-8 18x18x42 Black Ped	\$218	R-3 48" Grey Bookcase	\$150
A-10 Black/Glass Ckt Table	\$178	K-3 36" Black Table	\$150	N-9 18x18x36 Grey Ped	\$207	R-4 48" Black Bookcase	\$150
A-11 Black/Glass End Table	\$161	K-4 42" Black Table	\$178	N-10 18x18x42 Grey Ped	\$218	R-5 72" Grey Bookcase	\$172
A-12 Black Floor Lamp	\$86	K-5 Black Euro Chair	\$120	N-11 24x24x42 Black Ped	\$230	R-6 72" Black Bookcase	\$172
B-1 Tan Suede Sofa	\$425	K-6 Jet Black Chair	\$120	N-12 24x24x42 Grey Ped	\$230	R-7 2-Dr Grey File Cabinet	\$126
B-2 Tan Suede Loveseat	\$385	K-7 24" Black Tall Bar Table	\$172	N-13 24x24x42 Black w/ Tray	\$316	R-8 2-Dr Black File Cabinet	\$126
B-3 Tan Suede Chair	\$270	K-8 30" Black Tall Bar Table	\$172	N-14 24x24x42 White w/ Tray	\$316	R-9 4-Dr Black File Cabinet	\$150
B-4 Natural Ckt Table	\$178	K-9 36" Black Tall Bar Table	\$184	N-15 18x18x36 White Ped	\$207	R-10 42" Grey Storage Cabinet	\$150
B-5 Natural End Table	\$161	K-10 Black Barstool	\$150	N-16 18x18x42 White Ped	\$218	R-11 42" Black Storage Cabinet	\$150
B-6 Green Suede Ottoman	\$150	K-11 Jet Black Bar Stool	\$172	O-1 Martini Bar	\$937	R-12 72" Black Storage Cabinet	\$184
B-7 Green Suede Chair	\$270	K-12 Mocha Stage Chair	\$161	O-2 Martini Bar (w/ Light Kit)	\$1,109	S-1 Natural/Black Desk	\$356
C-1 Black Leather Sofa	\$425	K-13 Black Tub Chair	\$241	O-3 Cosmopolitan Bar	\$857	S-2 Natural/Black Credenza	\$328
C-2 Black Leather Loveseat	\$385	K-15 Black Tulip Chair	\$172	O-4 Cosmo Bar (w/ Light Kit)	\$995	S-3 Honey Executive Desk	\$356
C-3 Black Leather Chair	\$270	L-1 30" Maple Table	\$150	O-5 Reception Counter	\$236	S-4 Honey Credenza	\$328
C-6 Black/Chrome Lamp	\$86	L-2 36" Maple Table	\$161	O-6 Black Contour Reception	\$385	S-5 Mahogany Desk	\$356
D-4 Black Cube Ckt Table	\$184	L-3 Maple/Chrome Chair	\$144	O-7 Grey Contour Reception	\$385	S-6 Mahogany Credenza	\$328
D-5 Black Round Ckt Table	\$184	L-4 30" Maple Tall Bar Table	\$178	O-8 42"h Computer Table	\$225	S-7 Grey Executive Desk	\$356
D-6 Black Cube End Table	\$167	L-5 36" Maple Tall Bar Table	\$184	O-9 30"h Computer Table	\$201	S-8 Grey Credenza	\$328
E-1 White Southbeach Sofa	\$512	L-6 Maple/Chrome Bar Stool	\$172	O-10 Parson Desk	\$225	T-1 Corner Lounge	\$305
E-2 White Southbeach Chair	\$328	L-7 30" Black/Chrome Table	\$138	O-11 Refrigerator	\$201	T-2 Center Lounge	\$259
E-3 White Southbeach Bench	\$241	L-7W 30"White/Chrome Table	\$138	O-12 Coat Rack	\$115	T-3 Cocktail Table	\$259
E-4 Red Southbeach Sofa	\$512	L-8 36" Black/Chrome Table	\$155	O-13 Black Mirror	\$150	T-3C Cocktail Table w/ Cushion	\$259
E-5 Red Southbeach Chair	\$328	L-9 Black/Chrome Chair	\$144	O-14 Literature Stand	\$126	T-3G Cocktail Table w/ Glass	\$259
E-6 Red Southbeach Bench	\$241	L-9W White / Chrome Chair	\$144	O-15 Silver Folding Lit. Stand	\$167	T-4 End Table	\$190
E-7 White Square Ckt Table	\$172	L-9WL White Anaheim Chair	\$144	O-16 Black Folding Lit. Stand	\$167	T-6 Small Backrest Section	\$305
E-9 White End Table	\$161	L-10 30" Blk/Chrome Tall Bar Ti	\$178	O-18 Ipad Stand - White	\$126	T-7 Large Backrest Section	\$305
E-10 White Cube End / Charger	\$225	L-11 36" Blk/Chrome Tall Bar Ti	\$184	O-19 Ipad Stand - Black	\$126	T-8 Curve Section	\$259
F-1 Barcelona Chair Red	\$362	L-12 Black/Chrome Bar Stool	\$172	P-1 6' Maple Conf. Table	\$351	T-9 End Section	\$230
F-2 Barcelona Ottoman Red	\$184	L-12W White / Chrome Bar Stool	\$172	P-2 8' Maple Conf. Table	\$397	T-9C End Section w/ Cushion	\$230
F-3 Barcelona Chair White	\$362	L-14 Black/Glass Table	\$155	P-3 6' Mahogany Conf. Tbl	\$351	T-9G End Section w/ Glass	\$230
F-4 Barcelona Ottoman White	\$184	L-15 Chrome/Glass Table	\$150	P-4 8' Mahogany Conf. Tbl	\$397	T-11 Corner Lounge	\$305
F-5 Barcelona Chair Black	\$362	L-17 Chrome/Glass Tall Bar Tbl	\$195	P-5 10' Mahogany Conf. Tbl	\$569	T-12 Center Lounge	\$259
F-6 Barcelona Ottoman Black	\$184	L-18 Wht/Chrome Swivel Stool	\$150	P-6 6' Honey Oak Conf. Tbl	\$351	T-13 Right Arm Lounge	\$512
G-1 Red Swirl Melrose Sofa	\$512	L-18B Wht Swivel Stool w/ Back	\$184	P-6C 8' Honey Oak Conf. Tbl	\$475	T-14 Left Arm Lounge	\$512
G-2 Red Swirl Melrose Chair	\$328	L-19 Blk/Chrome Swivel Stool	\$184	P-7 6' Black Conf. Table	\$333	T-15 Lounge Chair	\$328
G-3 Red Swirl Melrose Bench	\$241	L-20 30" Chrome Table	\$155	P-8 8' Black Conf. Table	\$397	T-16 Cocktail Table	\$259
H-1 Black Sectional Loveseat	\$448	L-21 Chrome/Chrome Chair	\$144	P-9 10' Black Conf. Table	\$569	T-17 End Table	\$190
H-2 Black Sectional Corner	\$328	L-22 30" Chrome Tall Bar Tbl	\$184	P-10 6' Grey Conf. Table	\$333	T-20 Cabana / Glass Table	\$632
H-3 White Sectional Loveseat	\$448	L-23 Chrome/Chrome Bar Stool	\$172	P-11 8' Grey Conf. Table	\$374	T-21 Cabana Chair	\$178
H-4 White Sectional Corner	\$328	M-1 Blue/Black Chair	\$144	P-12 36x60 Glass Table	\$316		
H-5 Wht/Chrm Modern Sofa	\$475	M-2 Blue/Black Bar Stool	\$172	P-13 Frosted Glass Table	\$443		
H-6 Wht/Chrm Modern Chair	\$275	M-3 Red/Black Chair	\$144	P-14 42"Dia. Honey Table	\$241		
I-1 White Curve Sofa	\$489	M-4 Red/Black Bar Stool	\$172	P-15 42" Dia. Mahogany Table	\$241		
I-2 White Curve Bench	\$316	M-5 30" Wht/Chrome Tall Bar	\$178	P-16 6.5' White Conf. Table	\$545		
I-3 White Round Ottoman	\$241	M-6 White Curve Bar Stool	\$184	Q-1 Leather Executive Chair	\$225		
I-4 Black Curve Sofa	\$489	M-7 White Gelato Table	\$225	Q-2 Mesh Executive Chair	\$225		
I-5 Black Curve Bench	\$316	M-8 Grey Gelato Table	\$225	Q-3 Wht/Leather Exec Chair	\$276		
I-6 Black Round Ottoman	\$241	M-9 Black Gelato Table	\$225	Q-4 Blk/Leather Exec Chair	\$276		
I-7 Chrome/Glass Ckt Table	\$201	M-10 Red Scoop Chair	\$172	Q-5 Blk Jr. Executive Chair	\$190		
I-8 Chrome/Glass End Table	\$178	M-11 Grey Scoop Chair	\$172	Q-6 Grey Jr. Executive Chair	\$190		
I-9 Wht/Chrome Glove Chair	\$282	M-12 Back Scoop Chair	\$172	Q-7 Black Sled Chair	\$161		
I-10 Da Vinci White Sofa	\$475	M-13 White Scoop Chair	\$172	Q-8 Grey Sled Chair	\$161		

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